



## Exhibitor Application

Event Date/Time: Saturday, April 6, 2024, 10am – 4pm **Application Deadline: Monday, March 4, 2024**

The Art & Chocolate Festival is a juried food, beverage and art show. Commercial spaces are offered on a limited basis. Interested exhibitors should submit the criteria information requested below and email a minimum of 3 photos that represent the predominance of their booth to:

**Email:** [info@cityofmaysvilleky.gov](mailto:info@cityofmaysvilleky.gov)

**Subject:** Art & Chocolate Festival New Exhibitor Request

By submitting these photos, you agree that the City of Maysville may share these on future social media outlets and digital and printed marketing materials.

Name of Business or Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_ Date \_\_\_\_\_

Description of the products you will be selling or demonstrating:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location Preference (*please check one*) \_\_\_\_\_ Outdoor Non-Electric \_\_\_\_\_ Outdoor Electric (*Food Exhibitors Only*)

**Available Booth Spaces and Fees** (*all booth locations will be outdoors on the street/pavement*):

Outdoor Booth Size:  
20' (width) x 10' (depth)  
*All booths are located on pavement*

Non-Electric Fee: \$25

Electric Fee (*Food Vendors Only*):  
\$50 *Electric spaces are limited, spaces will be assigned on a first come first serve, first accepted basis.*

**Payment:**

Following acceptance, registration is not complete until payment is received. Exhibitor fee is nonrefundable unless the exhibitor is not accepted or the event is cancelled due to conditions related to health and safety. **Once notified of acceptance**, checks can mailed or dropped off at:

The Cox Building  
Maysville-Mason County CVB  
2 East Third Street  
Maysville, Kentucky 41056

**Do not mail your check unless you have heard of your acceptance as an exhibitor.** For questions, contact [info@cityofmaysvilleky.gov](mailto:info@cityofmaysvilleky.gov) or call **606-563-2597** ext 103.

**INSURANCE RESPONSIBILITY LIES WITH EACH EXHIBITOR.** *The exhibitor agrees that he/she will hold the Old Washington Inc., the City of Maysville and its employees harmless and free from any damages by reason of liability occasioned by an act or omission, neglect or wrong doing of the exhibitor. The exhibitor also agrees that the above named will not be held responsible for fire, accidents, theft, breakage or any other accident incurred by the exhibitor at any time caused negligently or willfully and the above named are released from liabilities and responsibilities. This includes set-up and dismantling. Exhibitor signifies agreement to the above by placing name on bottom of form.*

**EVENT POLICIES AND PROCEDURES.** *While exhibitors may cancel at any time, there are no refunds. No booth spaces are ever guaranteed from year to year. This is primarily an outdoor event and is held rain or shine. Exhibitors are responsible for their own power (unless assigned an electric spot as a food vendor), shade, tent, tables, chairs, weights, leveling devices, rain gear, and any other items needed as part of an outdoor event. Only exhibitors accepted into this show are permitted to participate. Sharing space with anyone is not permitted. Exhibitors may only exhibit the medium for which they were selected. Activities and displays must be appropriately family-friendly and are allowed (or not) at the discretion of the Event Director. Exhibitors must participate and have their tables staffed for the full duration of the show. Amplified music is not permitted, with the exception of entertainment contracted by the Event Director. All work and displays must stay within the designated booth space. No boxes, extra merchandise or debris should be visible. Exhibitors will be allowed to setup on Saturday, April 6th from 7:30 AM - 9:30 AM. No vehicle traffic is permitted in the show area on Saturday between 9:30 AM and 4:30 PM. Pets must be leashed within the tent space and must not be a nuisance to other vendors or show patrons. Follow directions of show personnel, clearly identifiable in marked attire and/or vests. All local laws must be followed.*

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_